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**From:** Han, Linda (DPH)  
**Sent:** Friday, June 03, 2011 12:30 PM  
**To:** Nassif, Julianne (DPH); Smole, Sandra (DPH); Caloggero, Dina (DPH); Stiles, Tracy (DPH)  
**Subject:** Fw: Use or Loose Leave Time Report as of 05/07/2011  
**Attachments:** HSLI 05072011.xls

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**From:** Sullivan, Julie (DPH)  
**Sent:** Friday, June 03, 2011 10:26 AM  
**To:** Han, Linda (DPH)  
**Cc:** Connolly, Grace (DPH); King, Karen (EHS); Marinucci, Cecilia (DPH)  
**Subject:** Use or Loose Leave Time Report as of 05/07/2011

The enclosed report lists the names of the employees in your Bureau who participated in the 2010 furlough program and have Personal Leave or Vacation Leave that must be used by July 2, 2011. Employees were notified by Human Resources of their balances in late March. The enclosed report shows leave balances as of May 7, 2011. The columns highlighted in yellow show the number of hours of leave time that must be used before July 2. Employees who have more than 37.5 hours to use before July 2, 2011 are highlighted in orange.

Managers should be working with their staff to ensure leave time is used by July 2. However, in rare instances where leave cannot be used by the July deadline due to urgent, unexpected business needs, Bureau Directors should contact me to discuss these special circumstances and the possibility of an extension. Any extension must be supported by the Agency and approved by Human Resources.

Employees who will be forfeiting leave time may want to consider donating to the Employee Illness Leave Bank (EILB). HSLI, Bureau of Laboratory employees considering this option should contact either Cecilia Marinucci at 617-983-6218 or Karen King at 617-983-6206 prior to June 27, 2011.